

GRANADA SANITARY DISTRICT

OF SAN MATEO COUNTY

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MINUTES

BOARD OF DIRECTORS REGULAR MEETING

September 16, 2004

CALL MEETING TO ORDER: The Regular Meeting of the Board of Directors of the Granada Sanitary District was called to order at 7:33 p.m.

ROLL CALL: Attending Directors: President Shawn McGraw, Vice President Leonard Woren, Secretary Fran Pollard, Treasurer Matthew Clark, and Board Member Ric Lohman.

Attending Staff: General Manager Chuck Duffy, Administrator Delia Comito, and District Legal Counsel Jonathan Wittwer.

PLEDGE OF ALLEGIANCE: President Shawn McGraw led those present in reciting the Pledge of Allegiance.

GENERAL PUBLIC PARTICIPATION

Directors Lohman and Woren announced the 20th anniversary of the Save Our Shores Beach Clean Up event on Saturday, September 25, 2004.

Director Pollard announced the 3rd Annual Children's Day event on Sunday, September 26, 2004 at Quarry Park.

Director McGraw announced that the garbage cans stolen from Surfer's Beach were replaced by Seacoast Disposal.

ACTION AGENDA

1. Consideration of soliciting engineering proposal(s) for preparation of an Inflow & Infiltration Metering and Monitoring Program and Report.

The General Manager explained that he would be requesting a proposal for the work from District Engineer Kennedy/Jenks, and also possibly from several other firms. The purpose of the Inflow & Infiltration Monitoring and Metering Program and Report is to help the District identify the extent of wet weather inflows into the sewer system, and to better determine the source of the inflows. The General Manager also announced that District Engineer Howard Hoffman had resigned his position with Kennedy/Jenks.

ACTION: Director Woren moved to approve soliciting proposal(s) for preparation of an Inflow & Infiltration Metering and Monitoring Program and Report.
(Woren/Pollard), Approved 5-0.

2. Resolution Amending Granada Sanitary District Conflict of Interest Code Designating General Manager as Filing Officer for Statement of Economic Interest Forms (Form 700) Filed Pursuant to Government Code Section 87500.

The General Manager explained that the Clerk of the County of San Mateo sent a letter to all special districts stating that the Clerk would no longer be acting as the filing officer for Statement of Economic Interest forms, thus requiring a resolution designating the General Manager as the filing officer for the District.

ACTION: Director Pollard moved to approve the Resolution Amending the Granada Sanitary District Conflict of Interest Code designating the General Manager as the filing officer for the District. (Res. No. 2004-013). (Pollard/Lohman), Approved 5-0.

3. Consideration of a Resolution Amending and Restating Resolution No. 840, as previously amended, a Resolution Adopting Administrative Procedures to Determine Requests for Transactions in and for Relief from Noncontingent Assessments.

ACTION: The Board tabled this item to the next Board meeting so that a summary of the changes from the previous Ordinance could be compiled by staff.

4. Consideration of a Resolution Ordering the Making of Amended Assessments.

ACTION: Director Woren moved to approve the Resolution Ordering the Making of Amended Assessments, Amendment No. 8. (Res. 2004-014). (Woren/Lohman), Approved 5-0.

5. Consideration of the County of San Mateo Midcoast Park and Recreation Task Force Final Report and potential response to the County.

Director Woren reported that the County of San Mateo Board of Supervisors would be meeting on September 14, 2004 to consider the Task Force Final Report.

6. Consideration of whether to send a representative and/or a letter to the September 22, 2004 Meeting of the San Mateo County Planning Commission regarding the LCP Update process to express the position of the Granada Sanitary District and submit the August 2004 Carollo Report on Wet Weather Overflows.

District Counsel Wittwer provided a summary of the change in LCP buildout numbers for the various zoning designations, and the potential effect this increase would have on future construction cost for District infrastructure and wet weather overflows.

ACTION: Director Woren moved to: direct the District Counsel to write a letter to the County Planning commission for the September 22 LCP Update meeting; authorize Director Woren to attend the meeting and deliver the letter into the public record, with the Carollo Engineering Wet Weather overflow report attached; and direct the District Counsel to write a letter to request allowing subterranean wet weather overflow storage facilities in the COSC zoning district. (Woren/Lohman), Approved 5-0.

CONSENT AGENDA

Director Pollard requested that items 9, 10 and 16 be held for discussion. Director Woren requested that item 13 be held for discussion.

7. **Approval of Special Meeting minutes for August 19, 2004.**
8. **Approval of Regular Meeting minutes for August 19, 2004.**
11. **Approval of July 2004 Financial Statements.**
12. **Ratify Assessment District Ad Hoc Committee creation and appointments:
Directors Lohman and Woren.**
14. **Ratify reactivation of Measure A Committee creation and appointments:
Directors Pollard and Woren.**
15. **Resolution Adopting Bylaw Establishing District Mailing Address.**

(Res. 2004-015)

17. **Resolution Adopting Bylaw Authorizing General Manager or District Administrator to Sign Certain Documents for the District.**

(Res. 2004-016)

ACTION: Director Woren moved to approve Consent Agenda items 7, 8, 11, 12, 14, 15 and 17. (Woren/Pollard), Approved 5-0.

9. **Approval of September 2004 warrants totaling \$95,282.33 (#1687-#1716).**

ACTION: Director Pollard requested several clarifications for various warrants, which were explained by staff. Director Woren moved to approve Consent Agenda item 9. (Woren/Pollard), Approved 5-0.

10. **Approval of Administrative Costs Fund distribution #13 totaling \$9,076.38.**

ACTION: Director Pollard requested clarification on the signing powers for specific bond warrants, which District Counsel provided. Director Pollard moved to approve Consent Agenda item 10. (Pollard/Clark), Approved 5-0.

13. **Ratify Nurserymen's Exchange Ad Hoc Committee creation and appointments:
Directors McGraw and Woren, with Director Clark as the alternate.**

ACTION: Director Woren moved to ratify the appointment of Directors McGraw and Woren to the Nurserymen's Exchange ad hoc committee. (Woren/Lohman), Approved 5-0.

8. **Approval of Regular Meeting minutes for August 19, 2004.**

ACTION: Director Woren moved to reconsider item 8. (Woren/Lohman), Approved 5-0.

Director Woren requested that the appointment of the Nurserymen's Exchange ad hoc committee be revised to show that Director Clark was not appointed as an alternate to that committee, but would instead be appointed only if Director McGraw (who was not present at the time) declined appointment to the committee.

ACTION: Director Woren moved to approve the minutes as amended above. (Woren/Pollard), Approved 5-0.

16. **Resolution Adopting Bylaw Authorizing Board President to Appoint Alternates to Attend CSDA Meetings.**

ACTION: Director Lohman moved to amend the draft Resolution to insert language providing that the President or the appointed alternate attending a CSDA Meeting which the President is unable to attend shall have the right to vote on

behalf of the District at such Meeting, and further moved to approve the Resolution as amended. (Res. 2004-017). (Lohman/Pollard), Approved 5-0.

DIRECTORS' COMMENTS AND COMMITTEE REPORTS

18. Sewer Authority Mid-Coastside: August 23, 2004.

Director McGraw reported on the recently completed wet weather flow monitoring study by Carollo Engineers. The data collected for the report showed that flows increased substantially during wet weather due to inflow and infiltration into the sewer system. The report also provided various capital improvement options for the member agencies of SAM to consider. Carollo Engineers and SAM staff have recommended the project option which would include constructing a wet weather overflow storage tank and building a parallel force main for the Portola pump station. The estimated cost of the recommended project is about \$11,000,000. The District would be responsible for approximately 30% of that cost. The SAM Board is still considering the other project options.

19. Report on other seminars, conferences, or committee meetings.

None.

INFORMATION CALENDAR

20. General Manager's Report.

The General Manager provided the status of the possible reorganization to a community services district. A Negative Declaration was being prepared for submittal. President McGraw created a CSD Ad Hoc Committee appointing Directors Woren and Lohman to the committee. Pursuant to the District Bylaws, an item will be placed on the next regular meeting agenda for ratification of the committee.

21. Administrator's Report.

The Administrator reported that only one permit had been issued since the last Administrator's Report.

22 Engineer's Report, June 2004.

None.

23. Attorney's Report.

None

FUTURE AGENDA ITEMS

ADJOURN REGULAR MEETING: The meeting adjourned at 10:14 p.m.

SUBMITTED BY:

APPROVED BY:

Chuck Duffy, General Manager

Fran Pollard, Board Secretary

Date Approved: October 21, 2004